

CIT Annual Renewal of Interagency Agreement

This form is used to update all billing information pertaining to the agency's CIT account.

When the account listed below was established with the Center for Information Technology (CIT), the following conditions were agreed upon and continue in effect:

- 1) A completed form constitutes an interagency agreement in accordance with Title 31 U.S. Code 1535.
- 2) All laws and regulations regarding the proper use of government information technology resources will be abided by.
- 3) The account will be used to charge for services provided by CIT.
- 4) Use of the Titan system will be in accordance with CIT's Standard Operating Procedures as expressed in the NIH Computer Center User's Guide and other technical publications. Use of the Titan system is on a time-available basis, subject to production requirements.
- 5) CIT will bill agency periodically, based on actual services used, at the standard rates of the NIH Service and Supply fund.
- 6) Requesting agency is responsible for all charges incurred regardless of agency's budgetary resources.
- 7) This account and agreement is in effect until terminated in writing by your account official.

1. CIT Account #

2. Requesting Department/Agency

3. Renewal Period: FY

4. Billing Information:

Interagency Agreement # (reference #, PO#, etc)

Agency Location Code (ALC):

5. Financial Officer Responsible for Receiving and Paying Bills:

Name and Title:

Phone:

Address:

Email:

6. Authorization to Commit Funds of Requesting Agency:

Name and Title:

Signature:

Date:

Address:

Phone:

7. CIT/NIH Acceptance:

Name and Title:

Signature:

Date